



Town of Rowe
Board of Selectmen Minutes
Thursday, September 3, 2020 –5:00 p.m.
VIA TELECONFERENCE

This meeting will be held via video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law due to the COVID-19 pandemic.

Board of Selectmen: Chair Charles Sokol, Selectman Ed Silva, Vice-Chair Joanne Semanie
Staff: Janice Boudreau, Executive Secretary, Paul McLatchy III, Administrative Assistant to the Boards
Audience of Citizens: Terry Green

Call to Order: Chair Sokol called the meeting to order at 5:00 P.M.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Announcement of recording devices: two

Minutes:

1. Minutes of August 18, 2020, August 20, 2020, August 25, 2020:

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of August 18, 2020, August 20, 2020 and August 25, 2020 as amended. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Selectman Silva- abstain
Vice-Chair Semanie- yes (Vote: 2-0-1)

Board of Selectmen Business:

Appointment:

Treasurer Interview: 5:15 p.m. Terry Green: The Board of Selectmen conducted an interview for the position of Treasurer and discussed details of the requirements of the position.

Terry Green left the meeting at 5:40 p.m.

New Business:

1. Discussion about King's Highway Bridge Guardrail: There was a request from the landowner whose property abuts the King's Highway Bridge for a reduction in the length of the guardrail since it would cause issues with access to his property. The emails were reviewed between the landowner and the Engineer on the project from Gill Engineering. The process would be

to have the change approved by Mass. Dept of Transportation. Since the road and bridge would have slow traffic, it would seem reduction of the extension to the guardrail would be acceptable.

MOTION TO ACCEPT REQUEST: Chair Sokol made a motion to accept the request of the reduction of the guardrail on the King's Highway Bridge abutting the Hurtig property to not exceed the length of the prior guardrail. The motion was seconded by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

2. **DPW Road Budget:** There was discussion about the condition of the roads and the highway budget of a neighboring town. It was noted that by comparison to the neighboring town, Rowe would have to budget an additional \$400,000.00 to spend a comparable amount which would raise taxes. Following discussion, it was decided to continue to formulate a long-term road plan for Rowe and the full budget for the department including vehicles and building maintenance. The plan would include refining a spreadsheet with prioritizing which roads need maintenance and try to get into a long-term schedule.

Old Business:

1. **Treasurer Position Discussion:** Selectmen members discussed the Treasurer position and confirmed that the position would be a 20 hour per week stipended position with a minimum of 10 hours in Town Hall. It was decided to the start at \$27.23 per hour. It was agreed to decide a start date near the beginning of October. Resumes and reference checks were reviewed by the Board.

MOTION TO APPOINT: Following discussion, Chair Sokol made a motion to appoint Terry I. Green as a benefitted and salaried employee to schedule a minimum of 10 public office hours as Treasurer until the end of the fiscal year. The motion was seconded by Selectman Silva.

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)

2. **Proposed Sick Leave Policy Change and Comp Time:** Administrative Assistant Paul McLatchy III presented the Board with a copy of draft changes to the Personnel Policy Manual Sick Leave section. Mr. McLatchy III added prorated charts for personnel according to their hourly amounts per week. He said he had performed some trial accruals to the Harpers payroll system to include vacation, personal and sick leave time to the employees pay stubs. For recordkeeping purposes, McLatchy said that it would be easier to track if sick time were given in one lump sum as was vacation and personal time at the beginning of the year. It was decided to see what method sick time was given to school personnel prior to making a final decision. He said that the cap for the full-time employee working 40 hours was 720 hours that could potentially be paid out at a rate of 25% of the current hourly rate at the balance at retirement. It was decided to discuss further following research.

Administrative Office Updates:

1. Executive Secretary Updates

- Town Tents: Executive Secretary reported that the last of the small striped tents available for residents' use had been damaged beyond repair recently while at the school. She asked whether the Board favored replacement. It was confirmed that the town owned a large white tent that was currently at use at the school. Following discussion, it was decided not to spend town funds to replace the tents.

Administrative Office Updates:

- Executive Secretary Updates:
 - Action Items Follow up:
 - a. Traffic Counts: Ms. Boudreau reported that she had followed-up with Regional Traffic Engineer at FRCOG and scheduled a traffic count in addition to providing us with signage recommendations for review in the near future.
 - b. Detectoguard: Followed up from last meeting with Andrew Killeen to obtain information about adding the Town Hall to the security access control system and he will provide a quote to add Town Hall. Chair Sokol agreed to attend the meeting.
 - c. School Generator oil tank removal: Ms. Boudreau worked on getting some additional information following a meeting at the school with CD Davenport so he can provide a quotation for the removal as a follow up to our site visit and review. We did meet with Principal Knittle to discuss the timing of the removal. Tank replacement costs will also be needed.
 - d. Town Sign at Charlemont Border: Highway Superintendent continues to follow up and the posts are still on order.
 - e. Town Hall Front Door: Ms. Boudreau reported meeting with James Hansen of Berkshire Carpentry who came up last week and found a company that sold replacement door components to fit the existing door for \$1500.00. for the Town Hall front door. He will be sending a quote for his time and a separate line for refinishing the interior once components are installed.
2. Administrative Assistant Updates: Speaking as Town Clerk, Paul McLatchy III said that he would be investigating 2 locations for the upcoming November election: Rowe Elementary School and Rowe Camp and Conference Center and would report findings at next meeting.

Warrant Review: Review Warrants FY21 W05 and FY21 PW05

Unforeseen Business (within preceding 48 hours)

Future Meetings

Future Meeting(s):

Chair Sokol said the next meeting would be on September 17, 2020 at 5:00 p.m. Discussion to include: Road Budget, Sick Leave, Treasurer Hire Letter.

Adjournment:

MOTION: Chair Sokol made a motion to adjourn the meeting at 7:10 p.m. The motion was seconded by Selectman Silva.

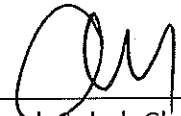
Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes
(Vote: 3-0-0)

Respectfully Submitted,


Janice Boudreau, Executive Secretary

Approval Date: 10/7/2020

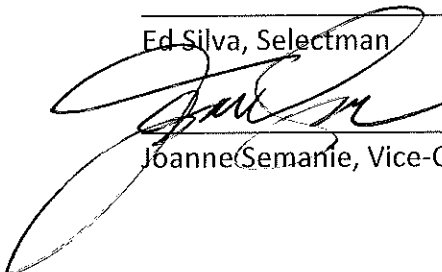
Approved:



Chuck Sokol, Chair



Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda 09-03-2020
2. Minutes of August 18, 2020- Covid Group
3. Minutes of August 20, 2020
4. Minutes of August 25, 2020- Covid Group
5. Resumes and follow up references for Treasurer candidates
6. Email re: King's Hwy Bridge
7. King's Hwy Bridge Plan Drawing
8. Proposed Sick Leave Policy Change
9. Executive Secretary Updates